



**Community Development Department**  
**Development Services Division**  
16000 N. Civic Center Plaza  
Surprise, AZ 85374  
Ph 623-222-3000  
Fax 623-222-3002  
TTY 623-222-1002

## **DEMOLITION PERMIT**

## **APPLICATION PACKET**

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**APPLICATIONS MUST BE COMPLETED ENTIRELY AT TIME OF SUBMITTAL. REFER TO THE CHECKLIST BELOW TO ENSURE ALL DETAILS ARE INCLUDED FOR EACH APPLICATION.**

**1. Completed Application. It is the owner's responsibility to obtain a permit by completing an application which must be signed by the owner or owner's authorized agent. The application shall be submitted along with the site plans, building plans and specifications.**

- Description of Project:
  - "Demolition of \_\_ (name of structure) \_\_"
- Project Location: State the actual address of the project and the current Assessor's Parcel Number

**2. Completed Contractor/Contact Supplemental form *REQUIRED***

- Applicants must provide the primary contact information for the project.

*\*NOTE: A City of Surprise business license is required to issue all permits. If applying, please allow two weeks to obtain a license. Some uses may require additional time for outside agency review. Contact the Finance Department for licensing requirements at 623-222-1856.*

**3. Construction Plans: All documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes, relevant laws, ordinances, rules and regulations, as determined by the Building Official.**

- All work shall comply with the following adopted codes and ordinances, as amended:

2012 International Building Code	2012 International Fire Code
2012 International Mechanical Code	2012 International Plumbing Code
2012 International Fuel Gas Code	2011 National Electrical Code
2012 International Energy Conservation Code	
Ordinance 14-04A (Local Code Amendments)	

- **Two complete sets of plans (8 ½ x 11) including by not limited to:**

**a. Site Plan (scale 1" = 20' minimum)**

- Street address, lot number, and parcel number.
- North arrow.
- All lot dimensions, and property lines.
- Identify all dimensions from each building to the adjacent property lines.
- Identify all adjacent streets.
- Show all structures (including swimming pools, storage buildings, etc), existing and those to be demolished.

#### **b. General Submittal Information**

- The following items must be removed as part of the demolition process:
  - Gas lines and meters
  - Electrical service and electrical pole

#### **4. Recorded Deed/Proof of Ownership**

- All permit applications for commercial, tenant improvement, demolition; custom home and residential factory built buildings will include a recorded deed or suitable evidence of ownership if ownership has changed within the last six (6) months. For tenant improvements, either a deed or copy of the lease agreement is required.

#### **5. Fees**

- Administrative processing fee of \$140 will be required at time of submittal and are non-refundable.
- Plan review fees are based on valuation. Refer to <http://www.surpriseaz.gov/DocumentView.aspx?DID=3031> for the most current fee schedule.

#### **6. Asbestos NESHAP**

- For all demolition projects, the owner/operator is responsible for all phases of asbestos removal, transportation and disposal. For more information, please contact Maricopa County's Asbestos NESHAP at: [www.maricopa.gov/aq](http://www.maricopa.gov/aq).

#### **7. A floodplain use permit may be required for properties located within a floodplain, prior to submitting an application for a building permit. Please contact Maricopa County Flood Control District for more information. The following forms may be required for construction within a floodplain.**

- Contractor Architect Civil Engineer Improvement – Repair Affidavit
- Owner Improvement – Repair Affidavit
- Substantial Improvement Determination

## **AGENCY CONTACT INFORMATION**

### **City of Surprise Departments:**

Planning and Zoning Information  
(623) 222-3011

Building Inspections  
(623) 222-3012

Fire Inspections  
(623) 222-3012

Building Safety/Development Services  
(623) 222-3000

Code Enforcement  
(623) 222-3013

Public Works – Utilities  
(623) 222-7000

Public Works – Transportation-Engineering Division  
(623) 222-6150

Business License  
(623) 222-1856

### **Miscellaneous Departments:**

Registrar of Contractors  
(602) 542-1502

Flood Control District of Maricopa County  
(602) 506-2419

Blue Stake  
(602) 263-1100

Maricopa County Assessor  
(602) 506-3406

EPCOR  
(800) 383-0834

Maricopa County  
Environmental Services  
Asbestos Coordinator  
(602) 506-6708

State of Arizona  
Office of Manufactured Housing  
(602) 364-1003

City of El Mirage  
Water Services  
(623) 933-1228

Maricopa County  
Health Dept.  
(602) 506-6900



# PERMIT/PLAN REVIEW APPLICATION

Applicant to Complete Numbered Fields Only

OWNER INFORMATION				PROJECT INFORMATION			
1.Name:				6.Development Name:		11.Lot/Space:	
2.Address:				7.Subdivision Name:		12.MCR:	
3.City/State/Zip:				8.Assessor's Parcel Number (APN):		13.Acreage:	
4.Phone:		Alternate:		9.Valuation of Project:		14.Related Case(s):	
5.Email:				10.Project Address and Zip:			
DESCRIPTION OF PROJECT							
15.							
UTILITY PROVIDERS							
16.Electric Co:		17.Gas Co:		18.Water Co:		19.Sewer Co:	
ENGINEERING PLAN REVIEW				COMMERCIAL PERMIT			
Grading	<input type="checkbox"/>			Business Name:			
Water	<input type="checkbox"/>			New Building	<input type="checkbox"/>		
Sewer	<input type="checkbox"/>			Tenant Improvement	<input type="checkbox"/>		
Paving	<input type="checkbox"/>			Factory Built Building	<input type="checkbox"/>		
Concrete	<input type="checkbox"/>			Landscape	<input type="checkbox"/>		
SWPPP	<input type="checkbox"/>			Pool/Spa	<input type="checkbox"/>		
SWPPP Manual	<input type="checkbox"/>			Surface Area			
Improvement	<input type="checkbox"/>			Other:	<input type="checkbox"/>		
Street Lights	<input type="checkbox"/>						
Traffic Signals	<input type="checkbox"/>			RESIDENTIAL PERMIT			
Signage and Striping	<input type="checkbox"/>			Single Family Residence	<input type="checkbox"/>		
Drainage Report	<input type="checkbox"/>			Accessory Building	<input type="checkbox"/>		
Water Model Report	<input type="checkbox"/>			Alteration/Addition	<input type="checkbox"/>		
Dry Utility	<input type="checkbox"/>			Pool/Spa	<input type="checkbox"/>		
FIRE PERMIT				Surface Area			
LP Gas	<input type="checkbox"/>			Manufactured/Factory Built Building	<input type="checkbox"/>		
TUP	<input type="checkbox"/>			Landscape	<input type="checkbox"/>		
Other:				Other	<input type="checkbox"/>		
UTILITY PERMIT				OTHER			
Electric	<input type="checkbox"/>			Signs	<input type="checkbox"/>		
Plumbing	<input type="checkbox"/>			Type:	Height:		Linear Feet:
Mechanical	<input type="checkbox"/>			Fences	<input type="checkbox"/>		
Other:				Type:	Height:		Linear Feet:
The owner or authorized agent for the owner of the subject lot or parcel guarantees the information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations.							
20.				21.			
OWNER/AGENT PRINTED NAME				DATE		OWNER/AGENT SIGNATURE	
						DATE	

COMMUNITY DEVELOPMENT DEPARTMENT

16000 N. Civic Center Plaza, Surprise, Arizona 85374 623.222.3000 Fax 623.222.3002 TTY 623.222.1002

CD 07/2014

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## CONTRACTOR/CONTACT SUPPLEMENTAL FORM

### LICENSED CONTRACTOR VERIFICATION

Verify that you are a licensed contractor under ARS Title 32, Chapter 10, by providing the information below.

**I am currently using a licensed contractor:**

Name: \_\_\_\_\_ City Business License No. \_\_\_\_\_  
 License No. ROC: \_\_\_\_\_ License Class: \_\_\_\_\_

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. § 32-1121A., namely:

- ☐ A.R.S. § 32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
- ☐ A.R.S. § 32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractor's names and license numbers will be included in all sales documents.
- ☐ Other \_\_\_\_\_  
 (please specify)

**I understand that the exemption provided by A.R.S. § 32-1121A.14 (the Handyman Exemption) does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are \$1000 or more.**

I will be using the following licensed contractors on this project: **City of Surprise**

<u>Contractor/Company name</u>	<u>License Number</u>	<u>ROC</u>	<u>Class</u>	<u>Business License No.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Owner/Agent**

**Printed Name:** \_\_\_\_\_

**Owner/Agent**

**Signature:** \_\_\_\_\_

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S. § 13-2704.

### PRIMARY CONTACT INFORMATION (Required)\*

**Business Name**

**Address**

**Contact Person 1/Title**

**Contact Person 2/Title**

**Phone Number**

**Phone Number**

**Fax Number**

**Fax Number**

**Email**

**Email**

Effective 1/1/07, only the primary contact above will be notified of submittal status or permit approval.

COMMUNITY DEVELOPMENT DEPARTMENT

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## **ARIZONA DEPARTMENT OF REVENUE BONDING REQUIREMENTS**

### **Contractors**

The following are guidelines for compliance with ARS 42-5007. This law requires that all building authorities obtain a certificate from the Arizona Department of Revenue (ADOR) to ensure that the bonding requirement has been met prior to issuing any building permit for projects of \$50,000 (or more) in value.

For projects of more than \$50,000 in value, contractors must present one of the following types of certificates prior to being issued a building permit:

- a. An Annual Bond Exemption Certificate;
- b. A One-time Exemption Bond Certificate (for the project);
- c. Or a receipt for a bond which identifies the project.

For those contractors with an Annual Bond Exemption Certificate, please ensure that the expiration date has not passed or expired prior to submitting a copy to our office.

If your Annual Bond Exemption Certificate has expired, you do not have a certificate, or you need a One-Time Exemption Bond Certificate or receipt, contact the Arizona Department of Revenue at 602-716-6056.

**Project address:** \_\_\_\_\_

**Value of Contract:** \_\_\_\_\_

You may fax us a copy of your Annual Bond Exemption Certificate. The Arizona Department of Revenue will fax the One-Time Exemption Bond Certificate or receipt directly to us. Faxes should be sent to:

City of Surprise, 623-222-3002  
Attention: **Development Services**

Owner  
IMPROVEMENT/REPAIR AFFIDAVIT

Building Permit #: \_\_\_\_\_

Contractor/Architect/Civil Engineer Name: \_\_\_\_\_

License#: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby attest to the fact that the construction plans and documents submitted by my Contractor/Architect/Civil Engineer for the **Substantial Improvement/Damage Evaluation** are **all of the improvements/repairs** that will be done to the existing building and that all additions, improvements, or repairs on the subject building are included in the construction plans and documents herewith. **No other repairs or reconstruction or additions or remodeling have been made to the subject building that are not included in the attached construction plans and documents.**

I understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** or that I have included non-conforming or illegal structures/additions, to the existing structure without having presented construction plans for such additions. I understand that any permit issued by {Community} pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

**STATE OF ARIZONA**

**COUNTY OF** \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_

Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

\_\_\_\_\_  
Signature Owner

\_\_\_\_\_  
Co-Owner

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_  
A.D., 20\_\_\_\_.

\_\_\_\_\_  
Notary Public State of Arizona

My commission expires \_\_\_\_\_



**CONTRACTOR/ARCHITECT/CIVIL ENGINEER  
IMPROVEMENT/REPAIR AFFIDAVIT**

Building Permit #: \_\_\_\_\_

Contractor/Architect/Civil Engineer Name: \_\_\_\_\_

License#: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby attest to the fact that the I, or a member of my staff, personally inspected the above mentioned property and produced the attached construction plans and documents for all of the improvements, repairs, reconstruction and/or remodeling which are hereby submitted for a **Substantial Improvement/Damage Evaluation**. These improvements/repairs are **all of the improvements/repairs** to this structure, and that all additions, improvements, or repairs proposed on the subject building are included in the construction plans and documents herewith.

I understand that I am subject to enforcement action and/or fines if the inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** to the existing structure without having presented plans for such additions. I understand that any permit issued by {Community} pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

**STATE OF ARIZONA**

**COUNTY OF** \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_  
Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

\_\_\_\_\_  
Signature Contractor/Architect/Engineer

\_\_\_\_\_  
Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_  
A.D., 20\_\_\_\_.

\_\_\_\_\_  
Notary Public State of Arizona

My commission expires \_\_\_\_\_

# **DETERMINATION OF SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE**

(This form must be permanently retained for local, state, and federal review)

**DATE OF DETERMINATION:**

**PERMIT NUMBER(S):**

**ADDRESS OF STRUCTURE:**

**PARCEL NUMBER:**

**PROJECT NAME:**

**NAME OF OWNER:**

**OTHER CONTACT(S):**

**PHONE NUMBER(S):**

**PHONE NUMBER(S):**

**MAILING ADDRESS:**

**MAILING ADDRESS:**

## **SUBSTANTIAL IMPROVEMENT OR DAMAGE:**

(Based upon attached computations)

(Circle one)

**YES**

**NO**

\_\_\_\_\_ %

**TYPE OF STRUCTURE(S) INVOLVED:** (Circle all that apply)

Residential Structure	Nonresidential Structure	Attached Garage	Detached Garage
Accessory Building	Shade Structure	Other _____	

**TYPE OF WORK BEING DONE:** (Circle all that apply)

Rehabilitation	Addition	Reconstruction	Repair Damage
Modification	Demolition	Other _____	

**DATE OF CONSTRUCTION OF EXISTING STRUCTURE:** \_\_\_\_\_

Is the structure **Pre-FIRM** or **Post-FIRM** ?

**CURRENT PERMIT VALUE:** \_\_\_\_\_

Note: Labor performed by owner or volunteers must be computed based upon construction industry standards, and the same applies to donated material. Do not include non-structure improvements such as land value, fences, pools, landscaping, etc. Attach copies of how value was determined.

**PRIOR PERMIT VALUE(S):**

\_\_\_\_\_  
\_\_\_\_\_

Note: Not applicable if community does not track improvement/damages on a cumulative basis

**MARKET VALUE OF STRUCTURE AND METHOD USED:**

\_\_\_\_\_  
\_\_\_\_\_

Note: To establish the “market value” take the replacement cost less depreciation of the structure. Acceptable estimates of market value can be determined by using a standard established by the community, independent appraisal, adjusted assessed value, or NFIP claims data. See publication **FEMA-213, “Answers to Questions About Substantially Damaged Buildings”**, for additional information. Attach copies of information documenting how the value was determined.

**SUBSTANTIAL IMPROVEMENT OR DAMAGE COMPUTATION:**

(Current permit value + prior permit values / (value of structure less depreciation))

\_\_\_\_\_  
Note: If equal to or greater than 50%, then it is considered a substantially improved structure and must be brought into compliance with local, state, and federal regulations, **ARS 48-3609.H and Chapter 44 of the Code of Federal Regulations (CFR) 59.1 and 60.3.**